

CLEARWATER NEZPERCE FIRE ZONE
FIRE QUALIFICATION REVIEW COMMITTEE
OPERATING PLAN

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 Forest Supervisor

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I Authority, Goals, Policy, References, and Committee Members

1. Authority

Forest Service Manual 5120 requires that the Forest Supervisor establish a Fire Qualification Review Committee on each unit, in compliance with FSM 1350 (Committee Management).

2. Goals

The Forest Qualification Review Committee (FQRC) is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by the National Forest and assigned to Incident Command System and Prescribed Fire positions. The committee makes recommendations to the Forest Fire Program Management Staff Officer, who serves as the certifying official.

3. Policy

Comply with all applicable agency requirements contained within FSM 5120 and FSH 5109.17.

4. References

- a. Standards for Fire and Aviation Operations.
- b. Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1.
- c. Field Managers Course Guide, PMS 901-1.
- d. FSM 1220/1230.
- e. FSM 1350.
- f. Historical FSH 5109.17 (available at: www.nationalfiretraining.net).
- g. FSM 6140.

5. Committee Members

The Fire Qualifications Review Committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated.

At a minimum, the committee shall be composed of the following (FSH 5109.17, Section 22):

- a. Fire Staff Officer.
- b. Line Officer.
- c. Primary Account Manager.
- d. NFFE/Union Representation.
- e. Representatives with knowledge of unit personnel.

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

II Roles and Responsibilities

1. Forest Supervisor

- a. Establish and maintain a Unit Fire Qualification Review Committee (FQRC) (FSM 5120).
- b. Ensure a line officer representative participates as part of the Unit FQRC.
- c. Ensure a representative of the National Federation of Federal Employees (NFFE) or other appropriate Forest Service union official has the opportunity to participate in the Unit FQRC.
- d. To provide cost-effective wildfire protection, ensure that the fire training nomination and selection processes meet both the employee's development needs and the organization's needs.
- e. Ensure all units from the National Forest are represented on the FQRC.
- f. May delegate signing authority for Incident Qualifications Card to the Forest Fire Program Management Staff Officer for Type 2 command and general staff positions (FSH 5109.17 22.04).

2. Certifying Official

Forest Fire Program Management Staff Officer

The Forest Fire Program Management Staff Officer, delegated Fire Program Management responsibility for a National Forest(s) fire program by the Forest Supervisor:

- Usually serves as the Certifying Official for the Incident Qualifications Card.
 - This authority cannot be re-delegated to the District level—except where identified in this Handbook (FSH 5109.17 Chapter 0, Section 05 Definitions).
- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
 - b. Ensure Individual Responders Development Plans (IRDP) are completed and included as part of the individual development plan.
 - c. Ensure that a system that establishes priorities for training is in place.
 - d. Ensure that a system is in place that establishes priorities for employees to maintain currency.
 - e. Establish annual review/certification criteria for ICT3.
 - f. Recommend certification or re-certification for all Area Command and Type 1 command and general staff positions to the Director of Fire and Aviation Management. (These positions include: Incident Commander, Safety Officer, Information Officer, Operations/Planning/Logistics/Finance Section Chiefs [FSH 5109.17, Section 22.04].)

2. Certifying Official (continued)

- g. Sign Type 2 Command and General Staff incident qualification cards (FSH 5109.17, Section 22.04).
- h. Sign incident qualification cards for other positions on the unit (FSH 5109.17, Section 22.04).
 - The District Ranger *may* sign incident qualification cards for temporary employees qualified as Firefighter 1 and 2, including Job Corps employees (FSH 5109.17, Section 22.04).
- i. The Forest Fire Program Management Staff Officer at the home unit is responsible for initiating an administrative review to determine if de-certification is appropriate (FSH 5109.17, Section 22.5).
- j. Delegates authority for PTB “Agency Certification” on the inside front cover of the PTB to the District FMOs as well as PTB initiation. Only the home unit has the authority to certify an individual’s qualifications (PMS 310-1). All completed position taskbooks must be reviewed and approved by the FQRC before final certification in IQCS.
- k. Delegates Authority for “Certifying Official” Role/Processes in IQCS to the Primary and Alternate Account Manager(s).
- l. Specify location on the unit where employee master files will be maintained (FSH 5109.17 Section 22.1).
- m. Ensure the employee master files contain (FSH 5109.17 Section 22.1):
 - All relevant evidence of course completion related to position qualifications.
 - Individual Performance Rating (March 1990-February 1994).
 - Position task book verification (the inside front cover of task book, showing recommending final evaluator and Certifying Official's signatures and dates).
 - Current Work Capacity Test (WCT) Administration Reports on file on line at http://www.fs.fed.us/fire/safety/wct/wct_index.html.
 - Yearly updated Incident Qualifications and Certification System Responder Master Record (RPTC028) from IQCS.
- n. Ensure all Administratively Determined (AD) employees “hosted” by the National Forest meet qualifications and certification standards within 5109.17 (PMS 310-1).

3. Qualifications Review Committee

Regional Qualifications Review Committee (RQRC)

Regional Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications (FSH 5109.17 Section 22.5 5c (1)).

Forest Qualifications Review Committee (FQRC)

Additional Committee Roles and Responsibilities may be added if they are in accordance with 5109.17 direction and the goals of the FQRC.

3. Qualifications Review Committee (continued)

- a. Ensure all Committee actions are documented and distributed to all committee members. [Post your website here.]. A copy of this documentation will be available for preparedness reviews and auditing purposes.
- b. FQRC shall review all individuals possessing Type 2 or lower position qualifications (FSH 5109.17 Section 22.5 5c (1)).
- c. Ensure all employees meet and maintain the ICS qualifications in accordance with:
 - The Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1)—except positions in which the Forest Service has elected to deviate from the minimums.
 - Fire and Aviation Management Qualifications Handbook (FSH 5109.17).
- d. Develop documented employee evaluation criteria for certification, re-certification, and deferral.
- e. Makes recommendations to the appropriate agency administrator or designee responsible for final certification signature. (See Standards for Fire and Aviation Operations, Chapter 13, item d.4.).
- f. Develop and disseminate the Forest Shortage Category list based on IQCS reports and mob guide shortages.
- g. Develops and provides input for local, regional, and national training needs.
- h. The FQRC will develop and document training prioritization criteria based on the needs addressed by individual units on the zone.
- i. Establish system for instructor validation/certification (Field Manager's Course Guide PMS 901-1, Page 4).

De-certification

- a. Regional or Forest Review Committees shall review individual qualifications and certification and also address de-certification. If the review occurs at the Forest level, the individual reviewed shall have appeal rights with the Regional Qualification Review Committee (5109.17 Section 22.5).
- b. De-certification of an individual's ability to perform is the responsibility of the unit line officer (5109.17 Section 22.5).

4. Primary IQCS Account Manager

- a. Administer IQCS for the Fire Zone (Clearwater and Nezperce National Forests).
- b. Designate alternate Account Manager.
- c. Annually receive, validate and enter data into IQCS. (This may be delegated to additional Account Managers on the Zone.)
- d. Provide reports from IQCS in preparation for FQRC meetings:

4. Primary IQCS Account Manager (continued)

- e. Annually prepare Incident Qualification Cards for Regional and Unit Certifying Official signature.
- f. Ensure that qualifications generated by Incident Qualifications and Certification System (IQCS) for employees are valid by reviewing the training and experience of each employee (see Standards for Fire and Aviation Operations, Chapter 13, item d.4). The Red Book states that this is the responsibility of the FQRC. The Forest Service requires that this responsibility be assigned to the Primary Account Manager.
- g. Attend FQRC meetings.

5. Supervisor

- a. Provide for the development of the employee's skills to enable a high level of performance. With the aid of the District Fire Management Officer, identify training needs that are realistic in relation to the needs of the Forest.
- b. Implement an annual Individual Development Plan (FS-6100-2) identifying present and future organizational training needs. To determine short and long range goals, ensure your employees work with the unit fire training officer to complete the Incident Responder Development Plan (IRDP) in IQCS.
- c. Approve training requests.

6. Unit Training Coordinator

- a. With the aid of the District Fire Management Officer, identify employee training needs that are realistic to the employee's skill level as well as the employee's progression within the Incident Command System.
- b. Ensure completion of IQCS update forms and serve as collection point for these updates (may also be delegated roles in the IQCS).
- c. Recommends initiation of taskbooks to Unit Fire Managers. Initiation will be completed by Unit Fire Managers.

7. Employee

- a. Employees and supervisors share ultimate responsibility for employee development. The employee should respond to training opportunities that will improve his or her performance (FSH 5109.17 Section 04).
- b. Must take personal responsibility to help develop and review the Individual Development Plan (IDP) (FS-6100-2).
- c. Complete and submit IQCS Responder Update Form annually. (Reference E-Z Form on IQCS Homepage under documents, employee updates.)

7. Employee (continued)

- d. Ensure copies of all fire training certificates, incident performance evaluations, task book events, completed task book, are provided to the unit training official or other designated official.
 - e. Is responsible for maintaining documentation of his or her qualifications. For validation of qualifications, this information needs to be consolidated and readily available upon request.
 - f. Expected that when “off Forest” assignments are completed the employee will have individual performance evaluations filled out and return them to the home unit for filing.
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Clear Nez Qualification Review Committee Members

Title	Name	Voting Member	Roles/Responsibilities
Fire Staff Officer	Jim Gray / Bob Lippincott	Y	
Line Officer	Jane Cotrell / Tom Reilly	Y	
Primary Account Manager	Trisha Skinner	N	
Alternate Account Mgr	Julie Lombardo	N	
NFFE/Union Rep	Dan Davis (CWF) or Gary Furman (NPF)	N	
Representatives with unit knowledge	Barry Ruklic Kevin Chaffee Mark Wilson Randy Nelson Scott Schrenk	Y Y Y Y Y	

Additional Committee Members

Title	Name	Voting Member	Roles/Responsibilities
Aviation	Willie Acton	N	
Palouse Ranger District Representative		N	
North Fork Ranger District Representative		N	
Lochsa Ranger District Representative		N	
Powell Ranger District Representative		N	
Salmon River Ranger District Representative		N	
Clearwater Ranger District Representative		N	
Moose Creek Ranger District Representative		N	
Red River Ranger District Representative		N	
Zone Training Coordinator / Center Manager	Dennis Crew	N	

2. Meetings

- a. Meetings will be held bi-annually (December and March) and more often if the FQRC deems necessary.
- b. All FQRC meetings are considered confidential and there will be no information sharing outside of the meetings by anyone in attendance (exception would be sharing with designated alternate listed above as needed).

3. Voting

- a. Voting members may only have one vote.
- b. Votes may not be delegated.
- c. A majority vote is required in all committee decisions.
- d. Members may not vote on their own qualifications and may not be present during decisions regarding their status.
- e. Minimum requirement for certification is Fire Staff / Deputy and one representative from each forest (total of 3 people).

4. Documentation

- a. Notes will be taken at every meeting and distributed to all committee members.
- b. All committee decisions and actions will be documented by a note taker.
- c. All midseason/in season certifications not deliberated in a meeting will be documented in writing.
- d. During teleconferences, a note taker will be designated.
- e. All committee documentation will be located with the master records and available upon request.
- f. The FQRC operating plan will be reviewed annually to reflect current members and policy.

5. FQRC Timeline

ACTION	DATE DUE	RESPONSIBILITY
Units update experience in IQCS record.	December 1st	Unit Training Coordinator / Supervisors
Prepare Subunit, Regional and National Needs Analysis for following year.	January	Districts / units / zone training officer
Certification of Incident Qualifications	Mid - March	FQRC
Submit prioritization of trainees to FQRC.	Mid-March	Units
Print Incident Qualifications Card.	Annually during first part of May	Primary Account Manager
Incident Qualifications Card to Certifying Official for signature.	Annually during first part of May	Primary Account Manager
Signed Incident Qualification Cards to Districts.	Annually by June 1	Certifying Official and/or Primary Account Manager

6. Position Review Process

a. Preparation/Logistics Prior to Meeting (*any suggestions on this one?*)

- Task Books will be submitted to the IQCS Account Manager at least five business days prior to the committee meeting.
- Recommend including check sheet/form with Task Book

b. Task Books

- Midseason certification will be considered for positions *determined necessary by the FQRC. Unit managers or District FMOs must initiate this process with the Forest Fire Staff / Deputy Fire Staff.*
- If the IQCS account manager / alternate account manager determines that all requirements have been met, voting members of the FQRC can recommend certification by fax, e-mail, or teleconference vote.
- *Unit managers or District FMOs* will be the Certifying Official for all qualifications and sign the “Agency Certification” section in the front page of the PTB. The Zone Training Officer in conjunction with the Forest Fire Staff Officer will serve as the certifying official(s) for all AD personnel.
- Criteria to consider when reviewing individual Performance-Based Training for final submittal and recommendation for certification:
 - Completeness of Task Book.
 - Completion of required courses and prerequisites.
 - Depth of experience: (complexity/duration of assignments/fuel models/jurisdiction/geographic diversity).
 - Duration of the PTB (number/length of assignments/’ time from initiation to completion.
 - Evaluator Qualifications (Qualified at or above PTB Position/variety of evaluators).
 - For single resource boss, CREW is defined as 18-20 crew members.
 - For CREW, consider off-unit assignments (Type 2/AD).

c. Positions for Which No Task Book Exists

Certification Recommendation to the FQRC will be submitted in writing and will consider—but not be limited to—the following criteria:

- Performance Evaluation.
- Day job definition.
- Performance Criteria for competency.
- Task Sheet.
- Duration of assignment(s).
- Complexity/Quality of assignment(s).
- Evaluator’s Name, Home Unit, Title, Relevant Position for Trainee Qualification.
- CNF or SNF form (Job aide for that could easily be renovated for this purpose).

d. Incident Commander Type 3 (ICT3)

- **If the ICT3 qualification has had currency maintained by other qualifications (DIVS, STL/TFLD and RXB1), and the employee has not performed specifically as an ICT3 in a three year period, then that employee will complete the Time Pressure Simulation to retain the qualification of ICT3. The FQRC will review this using the appropriate IQCS reports.**

Criteria for evaluation will be:

- Review previous year's activity by the ICT3.
- Review performance evaluations and comments.
- Review the Quality/Complexity of the Assignments.
 - 5109.17 21.2 Guidelines for Determining Incident Complexity.
- Documented Recommendations may include:
 - Time pressure simulation.
 - Training.
 - Other.

7. Instructor Qualification and Review Process

- a. Instructors will be evaluated on an annual basis by course coordinators, taking into consideration:
 - Instructor Standards in compliance with the current 5109.17 and Field Manager's Course Guide (PMS 901-1).
 - Course Evaluations.
 - Other.
- b. *A list of qualified instructors (beginning with 100 level courses) will be compiled and submitted by each unit to the primary Account Manager for entry into IQCS.*

8. Prioritization process for Training Nominations **Committee along w/ training coordinators will streamline this process once IQCS training nomination process is in place. FQRC will prioritize nominations on the zone.

- a. 5109.17 22.2 "Once certified in a position, a Forest Service employee must successfully perform in a minimum of two incident assignments in that position. After completing these assignments, the employee may then attend Level I and II training for the next higher position within that functional area."
- b. Training necessary for current job/position requirements (IFPM).
- c. Training necessary to maintain current fire qualification (i.e., refreshers, biennial workshops).
- d. Training necessary for Academy Required Supplemental Training (specifics for the organized programs).
- e. Training necessary for annual certification.
- f. Training necessary for position upward development.
- g. Shortage/Needs.
- h. Tenure/experience/ability to commit to needs/assignments.
- i. Previous priority nomination that was not selected.

IV Appendix -- Forms

Clearwater Nezperce Zone Fire and Aviation

FIRE QUALIFICATIONS DECISION RECORD

Profile Information

Name: _____ Position: _____

District / Unit: _____

TRAINEE AND PREREQUISITE CERTIFICATION (for new PTBs)

- ☐ Individual meets "current" FSH 5109.17 training requirements
- ☐ Individual meets training requirements through completion of like learning experiences, identify: _____ attach supporting documents.
- ☐ Individual began the evaluation (PTB/standards) prior to current FSH 5109.17 and is exempt from the following training requirements: _____
- ☐ Individual meets position prerequisites requirements
- ☐ Individual does not meet FSH 5109.17 requirements

Training Review Completed By: _____ Print Name & Date _____

RECOMMENDATIONS: (For newly signed off PTBs):

- ☐ Individual has successfully performed all tasks for the position, we recommend certifications by designated official: _____
- ☐ Advancement in position qualifications
- ☐ Re-certification for prior qualified position
- ☐ Taskbook not accurately completed. Complete necessary entry block/etc. and return for committee review. Correct inaccuracy as follows: _____
- ☐ Not all tasks were evaluated for this position. Recommend additional assignments:
- ☐ Committee recommends additional on-District / local assignments with more than one qualified evaluator.
- ☐ Assignments involving additional fuel types
- ☐ Position requires additional assignments and complexity involvement. Complexity level: _____
- ☐ Individual does not meet FSH 5109.17 Fire Qualification Prerequisites: _____
- ☐ Individual does not meet FSH 5109.17 Fire Training Prerequisites
- ☐ **Individual needs additional training and / or qualification(s) to meet FS Handbook standards; identify:** _____

Committee Certification:

The following individuals certify they have reviewed the attached PTB and / or supporting documentation and to the best of their knowledge support the identified committee recommendations:

<u>Print Name / Title</u>	<u>Signature / Date</u>

Recommendation for Certification for THSP and Non PTB Positions

Clear Nez- Fire Qualification Review Committee

Name:	
Qualification:	
Subunit:	

TRAINING

I-100 and S-110 Completed:	Date:
Job Aid Issued (if applicable):	Date:
Other Related Training or Experience (explain):	

RELATED ASSIGNMENTS (both non-incident & incident)

Location or Incident Name	Order/Request Number	Recommendation

REMARKS

APPROVAL

UNIT Fire Manager:	FQRC Approves Y/N
APPROVAL DATE:	APPROVAL DATE:

DELEGATION OF AUTHORITY
Incident Qualifications & Certification System (IQCS)

The Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1, defines a *Certifying Official (CO)* as the agency official at the home unit that is responsible for authorizing and granting certification of agency employee's qualifications. Only the home unit has the authority to certify an individual's qualifications. The home unit is the designated agency that employs the individual. This could be a district, county, state, park, reservation or similar entity, and/or the administrator who manages the qualifications system.

This document serves as a Delegation of Authority from the Certifying Official to an IQCS Account Manager for the purpose of completing certifications of agency employees qualifications in the IQCS application. *Certification* is defined as the process whereby an appropriate agency official confirms through the issuance of an Incident Qualification Card that an individual is qualified to perform in a specified position.

Qualification is defined as meeting the established standards for a position in order to achieve certification. A key component in the certification or re-certification process is the subjective evaluation by the appropriate agency official of an individual's capability to perform in a position.

IQCS will **not** identify the individual as the CO in their data records; however, the individual will have User Roles of Certifying Official assigned to their Employee ID in the IQCS solely for the purpose of allowing them access to certain components, pages, fields, and accounts.

The Certifying Official has delegated to the Account Manager (check all the following that apply):

- ☐ Initiating a hard copy Position Task Book for a unit employee
- ☐ Updating, modifying, and/or certifying Position Task Book records in IQCS
- ☐ Updating and/or modifying position competencies of employees in IQCS for which the CO is directly responsible
- ☐ Determining what qualifications the employees in the unit can maintain
- ☐ Updating and/or modifying the Incident Qualification Card in IQCS
- ☐ Certifying the Incident Qualification Card in IQCS
- ☐ Other _____

Account Manager, Name and Signature

Date

Certifying Official, Name and Signature

Date

Task Book Review Form/Checklist

Unit / District Name _____

Name:		ICS Position:	
Required Training Course(s) <i>Level 1 & 2</i>		Date Completed mm/yy	
Prerequisite Position		Date Certified mm/yy	
Date Task Book was initiated on first assignment: mm/yy			
Position Performance Assignments:			
Date	Incident Name/Location	Evaluator's Name	
Assignment where task book was completed and certification was recommended			
Date	Incident Name/Location	Evaluator's Name	
Unit Training Coordinator		Date	